

Policy 5100

Materials Review

This policy applies to local agencies receiving Title X funds.

COMMUNITY APPROVAL

Prior to their use, all informational and educational materials made available by the local agency must be reviewed and approved by an advisory committee of five to nine members who are broadly representative of the community. Written documentation of review and approval must be available upon request. (Program Guidelines: 6.9)

DELEGATION OF TECHNICAL REVIEW

The review of medical or other technical materials should be delegated to qualified individuals or groups. Final responsibility and authority for approval rests with the advisory committee, however. (Program Guidelines: 6.9)

REVIEW CRITERIA

The committee shall consider the following when determining the suitability of materials for the community:

- The educational and cultural backgrounds of the individuals to whom the materials are addressed.
- The standards of the community to be served.
- The factual correctness of the materials.
(Program Guidelines: 6.9)

ANNUAL MEETINGS

This committee must meet at least annually, or more often if appropriate, and establish a written record of its determinations.
(Program Guidelines: 6.9, 6.10).